

# **Climate Pollution Reduction Grants (CPRG) Awardees**

## **Initial Planning Workshop**

**7/31/2024**

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## EPN Introduction

The [Environmental Protection Network](#) is a volunteer network of over 650 EPA alumni across the country who work in a variety of ways to support EPA's mission to protect public health and the environment. EPN's pro bono [Technical Assistance Program](#) has received foundation funding to work with [TRC](#) consulting to provide a number of resources to assist CPRG selectees reach agreement with EPA as quickly as possible, including:

- An Initial Planning Workshop
- A [Pre-Award Checklist](#) and Resources
- 1:1 support

## Workshop Agenda

- Welcome and Introductions
- Contracting Process  
Overview
- Key Considerations
- Q&A Discussion

## Award Agreement/Contracting Process Overview

- Agreement/Contract Review
  - Terms and Conditions
  - **Workplan**
  - **Budget**
  - **Schedule and Milestones**
- Internal Approval Process Initiation
  - Agreement execution
  - Competitive bid process
- Subcontract Preparation
  - **Partner classifications**
  - Coordination with subrecipients
  - Flow down of federal terms
- Environmental Review
  - CPRG projects not subject to National Environmental Policy Act (NEPA)
  - Coordination with state/local authorities on review processes

## Key Considerations – Project Management

- Timeline
  - Finalize contract materials to obligate funds (execute agreement) by November 2024
  - Awardees may incur expenses now at their own risk
- Special Terms and Conditions
  - Flow to subcontracts
- Procurement
  - BABA/Davis Bacon
- Regular progress reporting (semi-annual and final)
  - Status, budget, data collection, impacts/outcomes
- Special reporting
- Invoicing and Reimbursement
  - Internal accounting process alignment
  - Labor documentation (timesheets)
  - Payment documentation

## Key Considerations – Community Benefits, Engagement and DACs

- Plan, coordinate and report on meaningful community engagement activities:
  - Outreach and engagement strategy
  - Having a community-elected member(s) on planning and project teams
  - A community work group or advisory board made up of community members
- Be prepared to **quantify** benefits to low-income and disadvantaged communities
  - Reported one year after grant award in 2<sup>nd</sup> semi-annual progress report
  - Include changes to co-pollutant emissions

## **Key Considerations – Quality Assurance Project Plan (QAAP)**

- Required if your project is collecting environmental data, e.g. emissions inventory
- Steps through the thought process of planning a data collection project and providing a framework for documentation
- Should be completed and approved before data collection is started
- EPN/TRC have templates and guidelines for QAAP development

## Resources

- CPRG [Pre-Award Web Post](#)
- CPRG [Pre-Award Checklist](#)
- 1-1 TRC/EPN Support: [epa-support@trccompanies.com](mailto:epa-support@trccompanies.com)



# Thank You



**Email us for 1-1 Support:**

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